



## Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

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**TITLE:** Affirmative Action Plan - Agency

**CUTOFF:** WSO

**DESCRIPTION:** Agency copy of state affirmative action plan, written in accordance with the Affirmative Action Program, Governor's Executive Orders, applicable federal and state laws and regulations, and the principles of affirmative action and equal employment opportunity.

**RETENTION:** Years: 0 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22947

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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**TITLE:** Americans with Disabilities Act Files - Action Taken

**CUTOFF:** Completion of final personnel action or termination

**DESCRIPTION:** Records regarding Americans with Disabilities Act (ADA) compliance in which an accommodation has been made. Records include, but are not limited to, application forms, requests for reasonable accommodation, promotion, demotion, transfer, lay-off or termination, rates of pay or other terms of compensation, and selection for training or apprenticeship. Records kept per 29 CFR Section 1602.31.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:** Information regarding the medical history of an applicant or employee must be kept separately from personnel files and be treated as confidential medical records per 29 CFR Section 1630.14(b)(1).

**DISPOSITION ACTION:** Destroy

**SERIES:** 24071

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/9/2015

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## Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

**TITLE:** Americans with Disabilities Act Files - No Action Taken

**CUTOFF:** Completion of final personnel action or termination

**DESCRIPTION:** Records regarding Americans with Disabilities Act (ADA) compliance where no action is taken. Records include, but are not limited to, application forms, requests for reasonable accommodation, promotion, demotion, transfer, lay-off or termination, rates of pay or other terms of compensation, and selection for training or apprenticeship. Records kept per 29 CFR Section 1602.31.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Information regarding the medical history of an applicant or employee must be kept separately from personnel files and be treated as a confidential medical records per 29 CFR Section 1630.14(b)(1).

**DISPOSITION ACTION:** Destroy

**SERIES:** 24072

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/9/2015

**TITLE:** Annual Delinquent Tax Check Report

**CUTOFF:**EOCY

**DESCRIPTION:** Report from the Department of Revenue listing tax filing status of all current employees. All state employees must be current with state taxes to be employed with the state of Missouri. RSMo 105.262. Checks are made annually for a 3-year period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21576

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Classification Questionnaires

**CUTOFF:**WSO

**DESCRIPTION:** The Position Description Forms (PDF's) completed by all classified employees used to assist with the proper allocation and classification of Uniform Classification and Pay (UCP) positions.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:** Agency copy. Originals maintained by Office of Administration.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23145

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010



## Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

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**TITLE:** Discipline Files - Work Papers

**CUTOFF:** Separation of employment

**DESCRIPTION:** Supporting documentation of the agency's discipline of an employee. The records are used to provide support for any possible termination decisions.

**RETENTION:** Years: 10 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23978

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

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**TITLE:** Drug and Alcohol Testing Results - Negative or Cancelled

**CUTOFF:** EOY

**DESCRIPTION:** Records pertaining to the pre-employment, reasonable suspicion, or random drug and alcohol testing of individuals in which results are negative or cancelled. Records include, but are not limited to, negative or cancelled drug or alcohol test results with a concentration of less than 0.02. Records maintained per 49 CFR 40.333.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24105

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/9/2015

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## Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

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**TITLE:** Drug and Alcohol Testing Results - Positive or Refused

**CUTOFF:**EOCY

**DESCRIPTION:** Records pertaining to the pre-employment, reasonable suspicion, or random drug and alcohol testing of individuals in which results are positive or testing is refused. Records include, but are not limited to, verified positive drug testing results, Substance Abuse Professional (SAP) reports, alcohol test results with a concentration of 0.02 or greater, follow-up tests, schedules for follow-up tests, and documentation of refusals to take required alcohol or drug tests including substituted or adulterated test results. Records maintained per 49 CFR 40.333.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24106

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/9/2015

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**TITLE:** Drug and Alcohol Testing Results - Previous Employers

**CUTOFF:**EOCY

**DESCRIPTION:** Information obtained from previous employers concerning drug and alcohol test results of individuals. Records include, but are not limited to, an individual's written consent to access records, verified positive drug tests, alcohol tests with a result of 0.04 or higher, follow-up tests, refusals to be tested, and documentation of employees' successful completion of return-to-duty requirements. Records collected per 49 CFR 40.25 and maintained per 49 CFR 40.333.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24107

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/9/2015

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## Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

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**TITLE:** Employee Background Checks - Hired

**CUTOFF:** Separation from employment

**DESCRIPTION:** Records related to the investigation of an employee's personal background in order to determine the suitability for employment. May include questionnaires, personal history documentation, records related to the investigation, and any resulting reports.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21574

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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**TITLE:** Employee Background Checks - Not Hired

**CUTOFF:** End of state fiscal year in which position closed

**DESCRIPTION:** Records related to the investigation of a job applicant's personal background that may, or may not, result in a determination of ineligibility for employment. May include questionnaires, personal history documentation, records related to the investigation, and any resulting reports.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21575

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

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**TITLE:** Employee Evaluations

**CUTOFF:** EOSFY in which evaluation completed

**DESCRIPTION:** Records resulting from periodic assessment of employees' performance. These are used to help employees and managers prepare for future performance.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21577

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

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## Agency Records Disposition Schedule

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Division: Human Resources

Sub-Section:

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**TITLE:** Employment Application - Hired

**CUTOFF:** Upon employment

**DESCRIPTION:** Completed employment application and resume of applicant hired by agency. Information may include applicant's name, address, position applied for, educational background and work experience. The record can also include interview questions, interviewer notes and other related material.

**RETENTION:** Years: 0 Months: 0 Days: 1

**NOTES:** Transfer to original personnel file, record series 21568, upon employment.

**DISPOSITION ACTION:** Transfer to appropriate file

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**SERIES:** 21572

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

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**TITLE:** Employment Application - Not Hired

**CUTOFF:** End of state fiscal year in which position closed

**DESCRIPTION:** Completed employment application and resume of applicant. Information may include applicant's name, address, position applied for, educational background and work experience. The record can also include interview questions, interviewer notes and other related material.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 21573

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

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**TITLE:** Equal Employment Opportunity Complaint Files - Charges Filed

**CUTOFF:** Final resolution of charge or action

**DESCRIPTION:** Equal Employment Opportunity (EEO) Complaint Files consist of documents related to charges brought against the agency or agency employees on complaints of discrimination. Records include, but are not limited to, documentation of complaint, testimonies, internal memoranda, and related correspondence. Records kept per 29 CFR Section 1602.31.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 24073

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/9/2015



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Division: Human Resources

Sub-Section:

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**TITLE:** Equal Employment Opportunity Complaint Files - Charges Not Filed

**CUTOFF:** Documentation of incident

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**DESCRIPTION:** Equal Employment Opportunity (EEO) Complaint Files consist of documents related to allegations of discrimination brought against the agency or agency employees. Records include, but are not limited to, documentation of complaint, testimonies, internal memoranda, and related correspondence. Records kept per 29 CFR Section 1602.31.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24074

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/9/2015

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**TITLE:** Evidential Breath Testing Quality Assurance Records

**CUTOFF:** EOCY

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**DESCRIPTION:** Records of the inspection, maintenance, and calibration of Evidential Breath Testing (EBTs). Records include, but are not limited to, instrument certificates, analyst worksheets, checklists, instrument printouts, calibration notes and observations, deviation requests, Quality Action Plans (QAPs), and calibration reports. Records maintained per 49 CFR 40.333.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24108

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/9/2015



## Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

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**TITLE:** Exit Interviews

**CUTOFF:**EOCY

**DESCRIPTION:** Records created during an exit interview including, but not limited to surveys, questionnaires, employer notes and supporting documentation. Documents are used to improve employee retention, reduce turnover and create internal reports.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23404

**SERIES STATUS:** Approved

**APPROVAL DATE:** 10/13/2011

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**TITLE:** Family Medical Leave Act (FMLA) Files

**CUTOFF:**Seperation from employment

**DESCRIPTION:** Per 29 CFR 825.500, agencies must maintain records that disclose the following: medical certifications or histories of employees or employees' family members, basic payroll and identifying employee data, dates and hours FMLA leave is taken by eligible employees, employer notices regarding FMLA benefits, premium payments of employee benefits, and records of any disputes with employees over FMLA benefits.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** Records relating to, or created for, the purpose of FMLA must be maintained in a separate, confidential file.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23148

**SERIES STATUS:** Approved

**APPROVAL DATE:** 9/8/2010

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## Agency Records Disposition Schedule

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Sub-Section:

**TITLE:** Fit for Duty Files

**CUTOFF:** Separation from employment

**DESCRIPTION:** Documentation of employee's work related medical history. These records must be kept in a separate location from employee personnel records as required by HIPAA (45 CFR Parts 160) and the Americans with Disabilities Act. Records may include, but are not limited to medical examination records, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, first-aid incident records, physician statements, release consent forms, and related correspondence. Includes fit for duty test results for work related and personal injuries or illnesses. Includes records of work simulation tests performed and results.

**RETENTION:** Years: 40 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23790

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

**TITLE:** Grievance Files

**CUTOFF:** EOFY grievance resolved

**DESCRIPTION:** Records documenting grievances filed against state agencies or employees. May include, but not limited to original grievance, investigative report, pre-hearing reports, grievance forms, related correspondence, summary sheets, employee history information, and decision rendered. Records kept per 516.120 RSMo.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21585

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Harassment and Workplace Violence Claims

**CUTOFF:** Separation of employment

**DESCRIPTION:** Records include, but are not limited to office copy of original claim (original in personnel file), statements and inquiry notes. Records are used to document any claims of harassment in the workplace.

**RETENTION:** Years: 5 Months: Days:

**NOTES:** Original claim is kept in Series 21568 Personnel Files - Official Record. If claim goes to court an additional copy may also be filed in Series 21589 Legal Files.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23977

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013



## Agency Records Disposition Schedule

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Sub-Section:

**TITLE:** I-9 Files

**CUTOFF:** Separation from employment

**DESCRIPTION:** Includes I-9 and related documentation to confirm an employee's eligibility for legal employment in the United States. Must be filed separately from employee personnel files.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21570

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Incident Files - No Claim Filed

**CUTOFF:** EOSFY

**DESCRIPTION:** Records document employee or non-employee accident and injury incidents that occur in the workplace. Incidents may or may not result in a claim. Records may include but are not limited to incident reports, occupational injury report and investigation records, employee identification and physical assessment forms, and related documentation and correspondence.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21582

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Incident Files- Claim Filed

**CUTOFF:** Filing of claim

**DESCRIPTION:** Records document employee or non-employee accident and injury incidents that occur in the workplace. If this is an employee, these records must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. Records may include, but are not limited to, medical examination records, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, first-aid incident records, physician statements, release consent forms, and related correspondence. May also be referred to as Employee Medical Files.

**RETENTION:** Years: 0 Months: 0 Days: 1

**NOTES:** Transferred to claim file, record series 21584, when closed.

**DISPOSITION ACTION:** Transfer to appropriate file

**SERIES:** 21581

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010



## Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

**TITLE:** Incident Files- Hazardous Exposure

**CUTOFF:** Separation of employment

**DESCRIPTION:** Documentation of employee's work related medical history related to exposure to hazardous materials. These records must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. Records may include, but are not limited to medical examination records, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hazard exposure records, first-aid incident records, physician statements, release consent forms, and related correspondence. Records are kept per OSHA requirement 1910.1025(n)(1)(iii).

**RETENTION:** Years: 40 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21583

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/19/2012

**TITLE:** Internship Files

**CUTOFF:** End of internship

**DESCRIPTION:** Records include, but are not limited to application for internship, interview notes, and reports for the college or university if necessary.

**RETENTION:** Years: 10 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23982

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

**TITLE:** Job Announcements

**CUTOFF:** EOFY in which vacancy is filled or closed

**DESCRIPTION:** Announcements concerning job openings in state government. Information includes, but is not limited to title of position, salary or grade range, location, department/division, job description, merit system classification, date and instructions for application.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21571

**SERIES STATUS:** Approved

**APPROVAL DATE:** 9/8/2010



## Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

**TITLE:** Job Descriptions

**CUTOFF:** WSO

**DESCRIPTION:** Records include, but are not limited to title of position, salary, step, range, location, department/division, job skills, education requirements and merit system classification.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:** Agency copy. Official copy kept with the Office of Administration.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23402

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

**TITLE:** Merit System Register Certificates

**CUTOFF:** EOY in which position filled.

**DESCRIPTION:** Documentation of Merit hiring process. A certificate exists for all merit positions. Merit certificates are pulled when hiring for vacant positions. The records are used while posting, interviewing and hiring Merit staff and are maintained for procedural compliance review purposes.

**RETENTION:** Years: 0 Months: 0 Days: 90

**NOTES:** Agency copy. Original, with notes, must be returned to the Office of Administration, Division of Personnel.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23146

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Personnel Action Request (PAR)

**CUTOFF:** EOFY in which position is filled

**DESCRIPTION:** Official descriptions of vacant positions. Includes, but is not limited to position name, responsibilities, and pay ranges filed with human resources for the purpose of filling a vacancy.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21578

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010



## Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Human Resources

Sub-Section:

**TITLE:** Personnel Files - Official Record

**CUTOFF:** Separation from employment

**DESCRIPTION:** Official documentation of employment history for state employees. Includes dates of hire, rehire, and reason for separation. Records may include, but are not limited to, application, resume, merit testing, personnel actions, applications for insurance and benefits, and training records. At time of cutoff personnel files may be replaced with a summary card, which is retained in lieu of the original file. Summary cards contain the following pertinent information condensed from the personnel file: appointments, resignations, promotions, salary history, years of service, and all accumulated sick leave.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21568

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Personnel Files - Other

**CUTOFF:** Separation from employment

**DESCRIPTION:** Operational unit copy of personnel records. This can be either a copy of the official documentation of an employee's state employment history, or a copy of a summary card condensed from that information.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21569

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Recruitment Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Records concerning the agency's efforts to fill open positions, including, but not limited to advertising information, job fair participation and online postings.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23405

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011



## Agency Records Disposition Schedule

Department: General Retention Schedule

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**TITLE:** Time and Attendance Files - Not Paid with Federal Funds

**CUTOFF:** EOSFY

**DESCRIPTION:** Records include, but are not limited to entries of time, requests for leave, requests for compensatory time, leave balance reports and evidence of employee and supervisory approval. This information is used for timekeeping and payroll.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** Information in the State of Missouri Accounting System is not considered the official record. All source documentation must be retained for a state audit.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21579

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

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**TITLE:** Time and Attendance Files - Paid with Federal Funds

**CUTOFF:** EOFFY

**DESCRIPTION:** Records include, but are not limited to entries of time, requests for leave, requests for compensatory time, leave balance reports and evidence of employee and supervisory approval. This information is used for timekeeping and payroll.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Information in the State of Missouri Accounting System is not considered the official record. All source documentation must be retained for audit.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24008

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

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**TITLE:** Unemployment Claim Files

**CUTOFF:** EOCY in which eligibility determined

**DESCRIPTION:** Records include official letter from Division of Unemployment confirming former employee's salary, dates of services and funding source. Records also include the agency's response letter and copies of any supporting documentation from the employee's personnel file.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23434

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011

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## Agency Records Disposition Schedule

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**TITLE:** Volunteer Files

**CUTOFF:** End of volunteer service

**DESCRIPTION:** Records include, but are not limited to application for volunteer position, interview notes and work statistics.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23983

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

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**TITLE:** Workers Compensation Claim Files

**CUTOFF:** Resolution of claim

**DESCRIPTION:** Records of workers compensation and other insurance claims filed as a result of incident, accident, or injury in the workplace. Includes incident files and other supporting documentation.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Agency Copy. Originals kept by the Office of Administration.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21584

**SERIES STATUS:** Approved

**APPROVAL DATE:** 9/8/2010

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